

**CONFIDENTIAL**

FILING WORKSHOPS

- WHAT One-day refresher Filing Workshops, emphasizing the Agency Subject Numeric Filing System as established by HB
- WHO Students: Clerical employees from the same Major Component who are engaged in filing or files supervision. Limited to 35 for each workshop.
- Faculty: To be designated by Chief, Clerical Training Faculty, from instructors who have taught Filing in Induction course, for morning lectures. To be designated by Chief, Records Management Staff, for afternoon clinics.
- WHEN Monday, 26 October 1959, for DES employees.  
Monday, 16 November 1959 for DEI employees.  
Monday, 7 December 1959 for DDP employees.  
Extra sessions in Spring 1960 if interest warrants.
- WHERE Room 501 1016 16th Street, N.W.
- HOW Announcements:  
General - OTR Bulletin for September-October 1959 (Attachment B).  
Specific - Special Training Bulletin to Training Officers of each Major Component published at least three weeks before appropriate workshop. (Attachment C).
- Workshops:  
0830-1200 Review of Agency Subject Numeric Filing System; Filing Tips and Techniques. Lecture, visual aids, student kits, and demonstrator files.  
1300-1600 Clinics on Filing Problems. Students from each component to meet with an analyst from RMS.
- Follow Through:
- (1) Students will receive credit in their Official Personnel Folders and will receive a kit of filing aids (Attachment A).
  - (2) Filing problems not resolved during workshops will be scheduled for further attention by RMS through Component Area Records Officers.
- WHY
- (1) At least 5,000 clerical employees have received an introduction to Filing in Induction courses taught by OTR/CT since 1954.
  - (2) 195 installations of Agency Subject Numeric Filing System in DES and DEI have been made by or with assistance of Records Management Staff analysts but 160 potential installations remain to be made in DES and DEI plus an unknown number in DDP.
  - (3) Improved training aids are available which have been prepared by Records Management Staff and use-tested by OTR/CT.

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General Announcement for publication in OTR Bulletin for September-October 1959 (Publication date September 18-25).

Filing Workshops

DDG	26 October 1959
DDI	16 November 1959
DDP	7 December 1959

A series of one-day Filing Workshops for employees engaged in filing or files supervision will be presented jointly by Clerical Training Unit of OTR and the Records Management Staff. The first workshop for DDG employees will be held from 0930 to 1600 hours on Monday 26 October in 501 1016 16th Street, N.W. Enrollment for this session is limited to 35 and applications must be submitted by Training Officers to Registrar/TR by 19 October.

Emphasis will be placed on the Agency's Subject Numeric Filing System as established in Handbook [REDACTED]. The morning program will include a review of the Agency System, classifying, and filing tips and techniques. In the afternoon clinics students from each component will meet with an analyst from Records Management Staff. Filing problems not resolved will be scheduled through Component Area Records Officers for later attention.

Employees who complete the workshop will receive a kit of filing aids and credit in their Official Personnel Folders.

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Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390023-6

C-O-N-F-I-D-E-N-T-I-A-L

## OFFICE OF TRAINING

## BULLETIN

TO: Training Officers of DD/S

26 September 1959

SPECIAL BULLETIN  
Number - 59

FILING WORKSHOP (DD/S)

26 October 1959

A one-day Filing Workshop for DD/S clerical employees currently engaged in filing or files supervision will be presented in Room 501 1916 16th Street, N.W. on Monday, 26 October 1959. Classes will meet from 0930 to 1200 and from 1300 to 1600. Enrollment is limited to 35 for this first session. Training Officers should send applications to the Registrar/TR no later than 19 October 1959.

This Filing Workshop is being presented jointly by the Clerical Training Staff of OTR and the Records Management Staff. Later sessions will be offered for employees of HHI and DBP.

Emphasis will be placed on the Agency's Subject Numeric Filing System as established in Handbook   Program is summarized below:

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0930 - 1200 Agency Subject Numeric Filing System  
OTR/CT      Classifying  
                 Filing Tips and Techniques

1300 - 1600 Clinics on Filing Problems  
RME          Students from each component will meet an  
                 analyst from Records Management Staff

Filing problems which are not resolved during the clinics will be scheduled for further attention through Component Area Records Officers.

Students who complete the workshop will receive credit in their Official Personnel Folders and a kit of filing aids.